



Peddler's License – Instructions and Application

In order to obtain a license to vend on the sidewalks, in the City of Syracuse, please fill out the application and submit by mail or in person with application fee (check of money order) to:

Central Permits Office
201 E Washington St
City Hall Commons Rm. 101
Syracuse, NY 13202
(315) 448-8474

Please allow **two weeks** for the above procedures to be completed.

If you are requesting **more than one location please fill out an application for each location**

If you have further questions regarding the DPW application process, please contact Robin Macri at 448-8515. If you have further questions regarding the License application process, please contact Pam Dalton at 448-8474.

NOTE: WE CANNOT PICK OUT LOCATIONS FOR YOU. PLEASE BE VERY SPECIFIC WHEN LISTING LOCATIONS OR THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED.

ALL VENDING LICENSES ARE SUBJECT TO THE FOLLOWING REQUIREMENTS:

- 1.) VENDING AREA LIMITED TO TWENTY (20) SQUARE FEET PER LOCATION.
- 2.) VENDING AREA LIMITED TO ONE (1) 4x4 CARD TABLE FOR EACH APPROVED LOCATION. OPERATOR'S NAME FOR EACH LOCATION MUST BE ON LICENSE.
- 3.) ANY VIOLATION WILL CAUSE REVOCATION OF THE VENDING LICENSE IMMEDIATELY.
- 4.) VENDOR MUST HAVE THE LICENSE ON SITE AT ALL TIMES.
- 5.) VENDING IS ALLOWED ONLY BETWEEN 8:00 AM – 9:00 PM in Business District or 10:00 AM – 6 PM in a Residential Neighborhood.

This permission is subject to the vendor complying with all other parts of the Revised General Ordinances, Chapter 9, Article 7. This permission will be withdrawn if vendor is found to be impeding pedestrian traffic, operating in an area not permitted above, or if the vendor is found in violation of any of the restrictions as listed under Section 9-87 or 9-87.2, of the Revised General Ordinances.

ARTICLE 6 - OBSTRUCTIONS AND ENCUMBRANCES CAUSED BY MERCANTILE ACTIVITIES

Sec. 24-24. - Merchandise obstructing sidewalks and crosswalks

No person shall suspend or place any wares, goods or merchandise in front of any store, or shall place any cask, box or other article, so as to obstruct the free passing of any sidewalk or crosswalk.

Sec. 24-25. - Peddlers and vendors

No person shall use or occupy any sidewalk, street, alley or park within the city for the purpose of a vendor's stand, or as a place for vending any fruits, nuts or other articles of merchandise without permission of the commissioner of public works in writing and having obtained a license as provided for in these Revised General Ordinances.

Step II



**CITY OF SYRACUSE
DEPARTMENT OF PUBLIC WORKS
SIDEWALK NON-FOOD VENDING APPLICATION**

APPLICATIONS ARE PROCESSED ON A "FIRST COME, FIRST SERVE" BASIS

(Please Print)

NAME OF PERSON OPERATING CART _____

ADDRESS _____

PHONE # _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

BUSINESS PHONE # _____

Type of Goods, Wares, Services and/or Merchandise being offered _____

Location requested (Be Specific): _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____ REVOKED _____

COMMENTS _____

DATE RECEIVED BY DPW DATE _____ SENT TO CENTRAL PERMITS OFFICE _____

DATE LICENSE ISSUED _____ LICENSE # _____



Step I
FEE: 1 Day \$20.00
1 Week \$50.00
1 Month \$ 75.00

PEDDLER APPLICATION
SIDEWALK or WALKABOUT

Type of Goods, Wares, Services and/or Merchandise being offered _____

Start Date _____ **End Date** _____

I herewith apply for a PEDDLER LICENSE within the City of Syracuse, pursuant to the Revised General Ordinance of said City.

Name: _____

Date of Birth: _____

Address: _____

Phone # (w): _____ Phone # (h): _____

Age: _____ Height _____ Weight _____ Hair _____ Eyes _____

False replies to any of the questions herein under the law constitute perjury. Detection of such falsity will result in refusal of license, or, if granted, in revocation of same.

TWO UNMOUNTED, UNRETOUCHED PHOTOGRAPHS MUST BE FURNISHED WITH APPLICATION

I have read the instruction sheet and agree and understand the hours of operation _____

INDEMNIFICATION STATEMENT

The applicant upon the issuance of a license herein agrees to indemnify and save harmless the City of Syracuse, its agents, officers and employees thereof from all claims, suits or actions of every name or description brought against the City, its officers, employees or agents for or on account of bodily injuries, including death or damages to property, received or sustained, or alleged to be sustained by any person or persons arising out of the license issued herein or in any permit or permission granted to the applicant to vend at any public space or park.

 Signature of Applicant

 Date

 Notary